



No. 22.00.0000.052.25.001.21.575

Date: 01 October 2023

To: Chief Accounts and Finance Officer
Ministry of Environment, Forest and Climate Change
Segun Bagicha, Dhaka


The undersigned is directed to convey the approval of the Ministry of Environment, Forest and Climate Change, Government of the People's Republic of Bangladesh in favour of the following Officer attending a conference titled '5th Annual Meeting and Programme Steering Committee', scheduled to be held from 09th to 10th October of 2023 in Jakarta, Indonesia, under the terms and conditions described in paragraph 2.

Sl No.	Name	Designation	Place of Posting
i.	Ms. Shamima Begum	Joint Secretary	Ministry of Environment, Forest and Climate Change, Bangladesh

2. Terms and conditions:

- i. The Officer will start her journey for **Jakarta, Indonesia** on a convenient date near 09 October 2023;
- ii. The period of this conference and the time spent for travel and transit will be treated as on duty;
- iii. She will draw her pay and allowances in local currency; **there will be no financial involvement of Bangladesh Government;**
- iv. SWITCH-Asia Programme will bear all expenses of the aforesaid conference;
- v. She will not be allowed to stay abroad more than the approved period;
- vi. She shall return to her respective workplace immediately after returning from the conference and
- vii. She will have to submit reports on the conference to the Admin-2 section of the Ministry of Environment, Forest and Climate Change within seven days after her return from the conference.

3. This order is issued with the approval of the competent authority.


01.10.2023
(Jesmin Nahar)

Senior Assistant Secretary
Phone: 02-55100257
Email: admin2@moef.gov.bd

Copy for kind information and necessary action (Not in order of seniority):

External

01. Senior Secretary, Ministry of Public Administration, Bangladesh Secretariat, Dhaka.
02. Foreign Secretary (Senior Secretary), Ministry of Foreign Affairs, Dhaka.
03. H.E. Ambassador to the Republic of Indonesia, Embassy of Bangladesh in Jakarta, Indonesia.
04. H.E. Ambassador to the People's Republic of Bangladesh, Embassy of the Republic of Indonesia in Dhaka, Bangladesh.
05. Director General (Consular), Ministry of Foreign Affairs, Dhaka (with request to issue Note Verbale).
06. Executive Director, Hazrat Shahjalal International Airport, Dhaka.
07. Immigration Officer, Hazrat Shahjalal International Airport, Dhaka.

Internal

01. Additional Secretary (All), Ministry of Environment, Forest and Climate Change, Dhaka.
02. Private Secretary to the Hon'ble Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
03. Private Secretary to the Hon'ble Deputy Minister, Ministry of Environment, Forest & Climate Change, Dhaka.
04. Private Secretary to the Secretary, Ministry of Environment, Forest & Climate Change, Dhaka.
05. System Analyst, Ministry of Environment, Forest & Climate Change, Dhaka (with request to upload the GO on the website).

Personal

01. Ms. Shamima Begum, Joint Secretary, Ministry of Environment, Forest and Climate Change, Bangladesh.


01.10.2023
(Jesmin Nahar)

Senior Assistant Secretary